2022-2023 Career and Technical Education (CTE) End-of-Program (EOP) Assessment Critical Actions Required by February 1

1) **Assign a CTE EOP Assessment Coordinator (one required for each school offering CTE)**

   - Identify the 2022-2023 CTE EOP Assessment Coordinator for each school by completing the 2022-2023 CTE EOP Assessment Coordinator Registration form. The request will be sent to District Assessment Coordinators (DACs) in August 2022 for review and updates. Contact Sherri Craig, OCTE, for assistance.

   - 2022-2023 DAC E-SESS accounts will automatically be renewed/updated. New users will receive their account information via email once the accounts are available.

   - The DAC is requested to identify the 2022-2023 CTE EOP Assessment Coordinator (one required for each school offering CTE courses) and any additional (optional) E-SESS Report User(s) by **September 1**. More details are forthcoming.

2) **Work with your school's TEDS Coordinator to adhere to the deadline to add pathways in TEDS by September 1, if applicable**

   - Refer to the TEDS Monthly Notes for additional information and resources.

3) **Select the school's 2022-2023 CTE EOP Assessment testing window**

   - Districts / Schools will schedule assessment administration during their school's selected consecutive two-week school testing window. The DAC or the CTE EOP Assessment Coordinator must identify their school(s) two-week school testing window by **December 1** by completing a survey. School testing windows may be adjusted, if needed, prior to the testing window opening. More details will be provided to assessment coordinators.

   - CTE EOP Assessment administration will be available in person pursuant to the 703 KAR 5:080, Administration Code for Kentucky's Educational Assessment Program and 703 KAR 5:070, Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.

ASSESSMENT	2022-2023 TESTING WINDOW
CTE End-of-Program (EOP) Assessment	February 20 to March 31

4) **Confirm students are properly identified as a concentrator in TEDS by February 1**

   - Students must be identified as a concentrator in the appropriate pathway(s) in TEDS by **February 1** in the current school year to receive a test ticket. Test tickets will be generated at the students' enrolled schools.

     o A concentrator is any student that has completed 2 courses in a single program of study (career pathway). *In Kentucky, a **course** is defined as 1 credit on the student's official transcript.*

   - In December and January, the CTE EOP Assessment Coordinators should work with their TEDS Coordinator to verify each student's concentrator status is correctly identified in all applicable pathway(s) and that the correct CTE EOP Assessment(s) are indicated. Run the CTE EOP Assessment Test Ticket Report in TEDS before **February 1** to verify student data is accurate before the **February 1** deadline. After the February 1 deadline, the CTE EOP Assessment Test Ticket Report in TEDS will be used to generate the test tickets in E-SESS,

the online testing system. Test tickets are anticipated to be available in E-SESS by mid-February in preparation for testing. A notification will be sent to assessment coordinators.

> *Note: If a pathway is aligned to multiple CTE EOP Assessments, then the TEDS Coordinator may refer to the Assessment Registration Page in TEDS to select the appropriate CTE EOP Assessment for testing, otherwise the default CTE EOP Assessment will apply.*

- In 2022-2023, ***all*** concentrator students in a pathway, with a CTE EOP Assessment available, will be eligible to test. Test tickets will be generated for concentrator students, except if a student previously passed the specific CTE EOP Assessment.

5) Verify extended time accommodations are accurate in Infinite Campus (IC) by <u>February 1</u>

- Extended time accommodations will be pulled from Infinite Campus (IC) to reduce additional paperwork and duplication of data requests. Extended time accommodations must be identified in IC by **February 1**.
  - o IEPs: Student Information > Special Education > General > Documents Tab > Choose the IEP and ensure Extended Time is marked for Accommodations on Assessments.
  - o 504s: Student Information > General > Enrollments (open the enrollment record) > State Reporting and ensure Program 504 is marked.
  - o PSP extended time accommodation is not available to pull from IC. If applicable, the CTE EOP Assessment Coordinator will have the ability to adjust the extended time accommodation **after** test tickets are available in E-SESS and **before** testing.

- After the CTE EOP Assessment test tickets are generated in E-SESS, CTE EOP Assessment Coordinators will have an opportunity to verify extended time and audio reader accommodations, if applicable, prior to test administration. The CTE EOP Assessment Coordinator will have the ability to adjust the accommodations (extended time, audio reader), as needed. In February, a notification will be sent to assessment coordinators, once the 2022-23 test tickets are available in E-SESS in preparation for testing.

6) Complete required Assessment Regulations Training

- CTE EOP Assessment Coordinators and DACs are responsible for the administration of CTE EOP Assessments at the school level following 703 KAR 5:080, Administration Code for Kentucky's Educational Assessment Program and 703 KAR 5:070, Inclusion of Special Populations in the State-Required Assessment and Accountability Programs.

- All individuals participating in the administration of the CTE EOP Assessment are required to complete the Assessment Regulations Training before test administration at the school level.
  - o Nondisclosure and Group Signature Sheets verifying training should be kept on file locally.

- Review and adhere to the CTE End-of-Program (EOP) Assessment Coordinator and Test Administrator Manuals. Refer to the CTE EOP Assessment web page for more information.

> *Note: The 2022-2023 CTE End-of-Program (EOP) Assessment Coordinator and Test Administrator Manuals will be available by **<u>December 1</u>**.*